

Application for
RECORDS DISPOSITION STANDARD

Application Date 2/28/74	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
Key Application No. opr-2		Date Received APR 24 1974	Application No. Date Completed 74-135 MAY - 2 1974
AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Planning and Research, Director's Office, 270 Washington Street, S.W. Room 703-C Atlanta, Georgia 30334		Person to Contact Charles M. Parrish, III	
		Working Title Director, OPR	File No. 656-5160

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1971-date

9. Exact Series Title

DIRECTOR OF OFFICE OF PLANNING & RESEARCH SUBJECT FILE

0. What is the function of the office in which this record series is created?

The Office of Planning and Research is responsible for providing planning assistance and policy coordination for the Department in the areas of Historic Preservation, Special Projects, Land Acquisition, and Site, Recreation, and Resource Planning.

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the functional areas of the Office of Planning and Research which includes resource planning, site planning, recreation planning, historic preservation, and special projects.

Included are: correspondence, memoranda, reports, news releases, Federal and state legislation, maps, project studies, and related documents necessary to establish policy and procedure for the Division.

File is arranged: alphabetically by subject, thereafter chronologically by calendar year.

ATTACH SAMPLES OF THE FILE

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office (1971-1974)		In Storage Area	
Letter-size File Drawers	18	27		5	7.5		
Legal-size File Drawers	4	8	Floor Space Occupied (Square Feet)				
				10	5	5	0
			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept permanentlyxxxxxx

a. <input type="checkbox"/> STATE LAW	b. <input type="checkbox"/> STATUTE OF LIMITATION	c. <input type="checkbox"/> AUDIT PERIOD	d. <input type="checkbox"/> FEDERAL LAW	e. <input type="checkbox"/> ADMINISTRATIVE DECISION	f. <input checked="" type="checkbox"/> HISTORICAL VALUE
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(Cite Law, Statute, or other reason for the retention requirement)

See # 25

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

☒ Hold in the current files area _____ month(s)/ _____ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

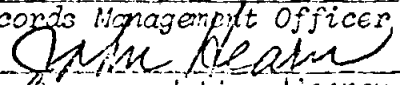
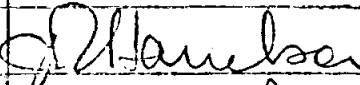
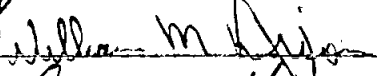

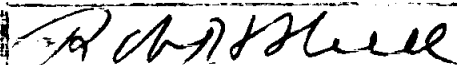
☒ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify) _____

This record series gives substantive information about the development, programs, functions, policies, goals, methods of operation, organization, and leadership of the Division of Planning and Research and the Department of Natural Resources.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) 	Date 3/25/74	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		3-28-74
STATE RECORDS COMMITTEE	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5-1-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		4-29-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5-1-74